



STATE OF DELAWARE
STATE FIRE PREVENTION COMMISSION
DELAWARE FIRE SERVICE CENTER

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DOVER, DELAWARE 19904

STATE FIRE PREVENTION COMMISSION

Monthly Meeting

August 16, 2016

MEMBERS PRESENT

David J. Roberts, Chairman
Alan Robinson, Jr., Vice Chairman
Tom DiCristofaro
Ron Marvel
Anthony R. Guzzo
Lynn Truitt (absent)
Marvin C. Sharp

ALSO PRESENT

Patricia Davis, Deputy Attorney General
Patrick Matthews M.D., BLS Medical Director
Sherry Lambertson, Executive Specialist
David J. Truax, Investigator/Compliance Officer
Grover P. Ingle, State Fire Marshal
Robert P. Newnam, Director, State Fire School

GUESTS

Warren Jones, DVFA
Anthony Spiezio, DTI
W. Mike McMichael, DSEMSA
Lou Amabili, Hockessin Fire Co.
Allan Post, American Legion #64
Charles Frampton, Brandywine Hundred Fire Co.
Richard T. Perillo, DVFA

CALL TO ORDER

Chairman Roberts called the meeting to order at 9:00 a.m.

PLEDGE OF ALLEGIANCE

APPROVAL OF JULY 19, 2016 COMMISSION MEETING MINUTES

It was moved by Commissioner DiCristofaro, and seconded by Commissioner Guzzo that the minutes of the July 19, 2016 Commission meeting be approved. Motion carried by unanimous vote.

REPORT OF THE STATE FIRE MARSHAL

INFORMATIONAL ITEMS

Personnel Items

Fire Marshal Ingle introduced James Sager as the new Deputy Fire Marshal I for New Castle County. He comes with a great deal of experience and expected to be an asset to the agency. He will begin training at the Delaware State Police Academy on September 12th. Deputy Sager was sworn into office by Deputy Attorney General Davis.

Fire Marshal Ingle reported that the second vacant Deputy Fire Marshal I position remains in the process. The position was reposted to refresh the former list of applicants that was over six months old. The position posted from 8/5 – 8/12. There are 24 new candidates that have met the requirements for the Deputy Fire Marshal I position.

Dawn Lynch has been hired for the Administrative Specialist I position in Kent County. She will begin her employment on September 6, 2016.

Catherine Connelly, Administrative Specialist I of Kent County resigned her position effective August 19, 2016. The list recently used for another Kent County vacancy may be used to make an offer to another individual who was also a choice for hire during the interview process. It was moved by Commissioner Dicristofaro, seconded by Vice Chairman Robinson to authorize Fire Marshal Ingle to proceed with the hiring process. Motion carried by a unanimous vote.

Personnel Items cont.

A conditional offer has been made for the Juvenile Fire Setter Intervention Coordinator position. Fire Marshal Ingle will present a name to the Commission after proper testing has been completed.

Vacant positions for the Fire Inspector (Day Care) and Executive Secretary are under review by Fire Marshal Ingle to determine when and if they should be replaced. The Fire Inspector position is a contracted position with the Division of Children, Youth and Family Services to provide dedicated Day Care inspections. Both the Executive Secretary and Fire Inspector vacancies are being looked at because target full time employees (FTE) numbers received from Office of Management and Budget (OMB) were down for the agency. The target number received was 49 and the budgeted FTE's are 53. Fire Marshal Ingle is working with OMB in an attempt to raise the FTE numbers.

LuAnn Bennett, Office Manager in New Castle County is out on medical leave and will return in September. She has submitted a letter with intent to retire at the end of the year with more than 30 years of service with the state.

Stephanie Goodyear has received a service award for 20 years and Renee Hayes 10 years of service with the state. Both of these employees do an exemplary job and are an asset to the agency.

It was moved by Commissioner Dicristofaro, seconded by Vice Chairman Robinson to send a letter to Stephanie Goodyear and Renee Hayes recognizing them for their years of service. Motion carried by a unanimous vote.

Annual Report

The Annual Report is in the final process of review before it is formally put together and disbursed. It should be disseminated by September 1st.

Burn Camp

Fire Marshal Ingle attended portions of this year's Burn Camp along with his staff members. Each year continues to improve and brings great joy to both those attending and working at the camp.

DVFA Conference

The Office of State Fire Marshal will attend and participate in this year's DVFA Conference. They will have a display up during the week of conference.

FY' 18 Budget

The FY' 18 Budget request submitted by the Office of State Fire Marshal will include a five year life cycle replacement on computers. It will also include a request for the replacement of some of the Personal Protection Equipment (PPE) for deputies.

Fire Incidents

State Fire Marshal Ingle reported on a fire that took place in Dewey Beach at Chicken Eds. This fire was the result of a vehicle running into the building. It is considered an accidental fire and remains open with the police department.

A fire devastated Milton Diner and Pharmacy. This fire remains under investigation. There are two fires on the west side of Seaford that remain under investigation involving garages and out buildings.

Deputy Walker made a juvenile arrest in New Castle County following up on the fire at Delaware Auto Court.

Deputy Alfree made an arrest in New Castle County for a fire that occurred in the City of New Castle.

DFIRS Incidents Received

TOTAL STATE PARTICIPATION IN COMPLIANCE
84 %

DELINQUENT DEPARTMENTS

New Castle County	
Belvedere	January, March – June
Holloway Terrace	June
Odessa	May - June
Kent County	
Clayton	March – June
Felton	June
Hartly	June
Little Creek	May – June
Magnolia	May - June
Sussex County	
Ellendale	January – June
Greenwood	June

OVERDUE REPORTS BY DAYS

30 Days	60 Days	90 Days	90+ Days
4	3	0	3

Source: DFIRS Incidents received as of 8/02/16.

REPORT OF THE STATE FIRE SCHOOL DIRECTOR

Director

- Budget submittal provided on August 13. Listed details were presented under the financial report.
- Budget Target Meeting – September 22th
- One Year – Long Range Report 2014-2015 was presented in report form to the commissioners.
- One Year – Long Range Report 2015-2016 was presented in report form to the commissioners.

Director cont.

- New Castle Division expansion project – Director Newnam reported that New Castle County expansion project is waiting on the County for Building Permit approval.
- AFG Grant status – waiting for State Clearinghouse to approved to order equipment
- AFG Grant submittal – staff developing a list of equipment for grant request
- Director Newnam expressed concerns with the new Background Check law for Firefighters. He is concerned that this will be confused with required background checks for EMTs. It was agreed that a joint letter from the Fire Commission and DVFA should be distributed to give a better understanding of the new law.
 - EMT background check requirements are defined in State statutory code
 - Commission adopted regulations to implement this section §6712
 - The current policy is a background must be conducted within 6 months prior to certification.

Staff Activities

- ALS meeting and Protocols was attended by Senior Instructor Brennan.
- UAV training class was attended by Senior Instructor Brennan from Aug 1st – 4th.
- Delaware State Fair was attended by Senior Instructor Lowe and other staff.
- Senior Instructor Ingram brought the DSFS Engine to the Delaware Burn Camp on August 11th.
- Active Shooter Committee attended by Senior Instructor Gajdos.

Programs/Courses

Figures in red are reference to last year's comparison of class attendance.

- Current Month
 - 13 – In-service classes scheduled – 3
- Recruit class New Castle Division scheduled for September – status
- Fire Officer II – class being conducted at Station 23
- Divisions Usage
 - None

EMS

- Current Month
 - CEU programs – 11 programs scheduled – 14
 - EMT courses – New Castle, 25 students – Kent, 15 students – Sussex, 21 students

Public Education and Injury Prevention - Activity Report

- Current Month
 - Fire Safety Programs – 8 classes scheduled - 6
 - Campus Fire Safety - Wesley Aug 15th, Del State Aug 17th, U of Del Aug 23rd
 - DSFS Tours – 2 scheduled - 1
 - Fire Safety Displays – 10 scheduled - 8
 - Injury Prevention Programs – 4 programs scheduled - 1
 - Injury Prevention Displays - 5 scheduled

Maintenance – Building and Grounds

- Air tanks hydro testing completed
- Pit and separators cleaned
- Floors Dover center cleaned and waxed
- Replacement of concrete pad in New Castle June of 2017 and bulk head repairs –
- Door and Window ordered for the Commission hallway
- Re-piped the Flammable Gases Pad to above ground

Financial

- Past Due Billings
 - 30 days – 54,665.00
 - 60 days – 20,970.00
 - 90 days – 0.00
 - 120 days – 600.00
- 20678 Tuition Fund – 823,456.00
- Accounts receivable – 94,655.00
- Revenue Comparison
 - Tuition – 2016 – 50,979.00, 2015 – 105,759.00
- Special Funds Summary – The Special Funds Summary report was submitted to the Commissioners for review.
- Expenditure Report – No report for July is provided to the State.

General Fund FY18

- No additional requests

Capital Budget (Bond Bill) FY18

- Addition to Dover Center, classroom – 250,000, computer lab with simulation capabilities
- HVAC Replacement Project – Dover Division, 1,557,951 - 1.6 request for funding
- Rescue Tools – 30,000.00, 3 Fire Companies and DSFS – *this is a pass though.*

Staff and Office Staff Meeting Minutes

Staff and office staff meeting minutes were submitted for Commission review.

Scheduled Activities

- Director Newnam will be on Annual Leave from August 31 – September 2.

REPORT OF BLS MEDICAL DIRECTOR

The Delaware Basic Life Support Protocols, Guidelines and Standing Orders have been approved by the ALS Standards Committee with minor changes and the Board of Medical License and Discipline.

St. Francis Hospital in New Castle County was granted a Level III Provisional Trauma Status on July 18, 2016. They will continue to follow the CDC Guidelines for field triage of injured patients. Level I Trauma centers will remain at Christiana and A.I. DuPont Hospital for Children. This is the first of the Level III in the state. Contract Medical Control if a patient requests to go to a specific hospital.

Albuterol Pilot Program – No update.

Dr. Matthews has noticed some BLS only transports that have come in as normal heart rates to only learn that they have elevated heart rates. Some providers in New Castle County are relying on the pulse ox for a heart rate and this is not the intended use for the device. Dr. Matthews will discuss this as a training matter with Director Newnam. The students need to be made aware that the pulse oximeter not a cardiac monitor but measures the waves in the capillary flow in the finger. It does not always correlate accurately making it mandatory to do a manual pulse reading.

Chairman Roberts asked if anyone from OEMS will attend meetings after Mr. Fulton's departure. Dr. Matthews was not aware of anyone being assigned.

REPORT OF THE INVESTIGATOR/COMPLIANCE OFFICER

26 Annual Ambulance Unit Inspections
0 New Unit Inspections

Investigator/Compliance cont.

4 Complaints Received
2 Arrest Notifications were received.
0 Self Report

All cases for 2014 and 2015 have been closed. There are 5 open cases for 2016.

Case No. 1603 was presented for a hearing schedule. It was moved by Commissioner Dicristofaro, seconded by Commissioner Marvel to schedule a September hearing for Case No. 1603. Motion carried by a unanimous vote.

REGULAR BUSINESS

Action Items

Farmington Fire Company – Rule to Show Cause Hearing

The Commission held a Rule to Show Cause Hearing for Farmington Fire Company due to a delay in submitting the company's annual audit. Jonathon Gallo, Treasurer spoke on behalf of Farmington Fire Company.

After deliberation, it was moved by Commissioner Dicristofaro, seconded by Commissioner Guzzo to levy a penalty of \$400 on a delayed audit submission. Motion carried by a roll call vote.

Commissioner Guzzo –	Yes
Commissioner Marvel -	Yes
Commissioner Sharp -	Yes
Commissioner Dicristofaro -	Yes
Commissioner Truitt -	Absent
Vice Chairman Robinson -	Yes
Chairman Robert -	Yes

It was moved by Commissioner Dicristofaro, seconded by Commissioner Sharp to amend the agenda to add Elsmere Fire Company Correspondence under New Business for discussion.

NEW BUSINESS

Elsmere Fire Company Correspondence

The Commission received correspondence from Elsmere Fire Company requesting information pertaining to the status of New Castle County government's box-type, transport capable ambulance, being certified to transport patients. There are reports that these units have transported patients.

Elsmere Fire Company asked if the fleet of New Castle county transport-capable ambulances are, in fact, certified by the State Fire Prevention Commission to transport patients in typical situations, not involving a mass-casualty incident or other unusual circumstance.

The answer to this question is no, they are not currently inspected or certified by the State Fire Prevention Commission. New Castle County has never informed the Fire Prevention Commission that they are now transporting patients.

It is the opinion of the Commission that they should be licensed through the Fire Prevention Commission as they are being used as a transport vehicle. They should be required to meet the standards of other transport units.

As an example, Christiana Care is required to meet regulation requirements for patient transports even though they have a higher level of care in the unit, such as a nurse. They are required to meet all Fire Prevention Commission BLS requirements.

It was moved by Commissioner Dicristofaro, seconded by Vice Chairman Robinson to revert to the normal order of business. Motion carried by a unanimous vote.

GENERAL INFORMATION

No report at this time.

It was moved by Commissioner Dicristofaro, seconded by Commissioner Marvel to enter into Executive Session at 10:39 a.m. The purpose of the Executive Session was for personnel reasons. Motion carried by a unanimous vote.

EXECUTIVE SESSION

REGULAR BUSINESS

Action Items

It was moved by Commissioner Dicristofaro, seconded by Vice Chairman Robinson to return to regular business at 11:02 a.m. Motion carried by a unanimous vote.

CORRESPONDENCE

No report at this time.

MISCELLANEOUS INFORMATION

No report at this time.

REPORT OF THE COMMISSIONERS

Chairman David J. Roberts

Chairman Roberts reported that he attended the Monthly Fire Prevention Commission Meeting.

Commissioner Ron Marvel

Commissioner Marvel reported that he attended the Monthly Fire Prevention Commission Meeting, Bill Signing in Rehoboth, AFG Grant Presentation in Dover, Sussex County Firefighters Meeting in Bridgeville, Seaford Fire House, Harrington Fair DSFS Exhibit and New Castle Meeting at Holloway Terrace.

DATE OF NEXT MEETING

September 20, 2016 – 9:00 AM
Commission Chamber
Delaware Fire Service Center
1463 Chestnut Grove Road
Dover, DE 19904

ADJOURNMENT

It was moved by Commissioner Dicristofaro, and seconded by Vice Chairman Robinson that the meeting be adjourned. Motion carried by a unanimous vote. The meeting was adjourned at 11:03 a.m.

Respectfully submitted,

Sherry R. Lambertson

Sherry R. Lambertson
Executive Specialist

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